

PURCHASING USER MANUAL 1

**UNABLE TO FIND A VENDOR USING A VENDOR NUMBER LOOK
UP 1**

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Currently for security purposes, agencies are not able to use the look up function in Statewide Accounting Web applications or STARS to find vendors or individuals that are classified as vendor type "E" or "I".

However, if you know the vendor number, enter it into the application's vendor number field (e.g. **Vendor #** or **STARS Vend**) and the application should populate the Vendor Name/Address Fields. The vendor number should then be displayed as "xxxxxxxxxx".